

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.H.02

AREA: Records Management

SUBJECT: Open Records

1. PURPOSE

The University of Houston System (“the System”) is committed to compliance with the letter and the spirit of the Texas Public Information Act (“the Act”) (Texas Government Code [Chapter 552](#)). The purpose of this administrative memorandum is to guide the System’s handling of and responses to requests for information under the Act.

2. POLICY

- 2.1. The University of Houston Office of the General Counsel is designated as the custodian of records for the System for purposes of the Texas Public Information Act. The Office of the General Counsel is responsible for ensuring compliance with the Texas Public Information Act and with the System’s public information policy, and for responding to requests for public information under the Act.
- 2.2. All information and records held by the System and its components are public, unless they fall within a specific exception to the Act. It is the responsibility of the Office of the General Counsel to determine whether the requested information is subject to an exception under the Act.
- 2.3. Any university personnel receiving inquiries concerning disclosure of information should ask that the request be put in writing and directed to the Office of the General Counsel.
- 2.4. All public information requests should be immediately referred to the Office of the General Counsel. That office will determine whether the information is to be released, or whether it falls within an exception to the Act. If an exception is claimed, the Office of the General Counsel will request an opinion from the Attorney General of Texas. The request for an opinion from the Attorney General must be made within 10 business days of receipt of the request by the System or the System’s component institutions, or the information is deemed public and may be subject to public disclosure.
- 2.5. The Office of the General Counsel will coordinate the release of any requested information, and determine appropriate charges to the requestor for duplication of records using guidelines of the Office of the Attorney General.

2.6. Pursuant to Texas Government Code [Section 552.275](#), the System has established a time limit on the amount of time personnel of the System and/or the System's component institutions are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor without recovering its costs attributable to that personnel time. The time limit which has been established by the System shall be 36 hours per fiscal year. Requestors who exceed the 36 hour time limit will be required to pay costs attributable to cost of materials, overhead and personnel time regardless of whether the requestor intends to only inspect the documents. This section does not apply to those requestors exempt by Texas Government Code [Section 552.275](#).

3. REVIEW AND RESPONSIBILITIES

Responsible Party: General Counsel

Review: Every three years on or before August 31

4. APPROVAL

Approved: Dona H. Cornell
Vice Chancellor for Legal Affairs

 Renu Khator
Chancellor

Date: April 7, 2008

5. INDEXING TERMS

Open Records
Public Information Act